

**MINUTES OF THE ANNUAL MEETING OF BAWDESWELL PARISH  
COUNCIL HELD ON THURSDAY 1<sup>st</sup> JUNE 2023 AT BAWDESWELL  
VILLAGE HALL  
STARTING AT 7.20PM.**

**Present: A. Hartley-Walder, R. Reed and D. Shannon**

**Mrs J Boxall (Clerk)**

**Members of the public – 6**

**District Councillor G Bambridge**

**1. To elect the Chair and receive Declaration of Acceptance of Office**

Cllr Hartley- Walder was proposed by Cllr Shannon but declined the nomination. It was unanimously **AGREED** to defer the agenda item until after the co-option of new Councillors as proposed by Cllr Shannon, seconded by Cllr Hartley-Walder.

**2. To consider applications received and approve co-option of Councillor/s**

Four application were received for consideration. Applicants were invited to introduce themselves and answered questions.

It was unanimously **AGREED** to co-opt John Mallen onto the Council as proposed by Cllr Shannon, seconded by Cllr Reed

It was unanimously **AGREED** to co-opt Carolyn Good onto the Council as proposed by Cllr Reed, seconded by Cllr Shannon

It was unanimously **AGREED** to co-opt David Cockburn onto the Council as proposed by Cllr Reed, seconded by Cllr Hartley-Walder

It was agreed to defer consideration of the fourth applicant until they were able to attend. Apologies had been sent. overThe Declaration of Acceptance of Office forms were duly signed.

**1. To elect the Chair and receive Declaration of Acceptance of Office**

It was unanimously **AGREED** to approve Cllr Mallen as Chair, as proposed by Cllr Cockburn and seconded by Cllr Reed. In the interest of continuity it was agreed that he would continue as Chair for the first year. The Declaration of Acceptance of Office form was duly signed.

**3. To elect the Vice Chair**

Cllr Reed was proposed by Cllr Hartley-Walder who declined the nomination. Cllr Shannon proposed Cllr Hartley-Walder who declined the nomination.

It was unanimously **AGREED** to approve Cllr Shannon as Vice Chair, as proposed by Cllr Hartley-Walder and seconded by Cllr Reed.

**4. To receive and note apologies for absence.**

No apologies for absence were received as all Councillors were present.

**5. To record declarations of interest from members in any item to be discussed.**

No declarations of interest were received.

**6. To approve the minutes of the Parish Council meeting held on Thursday 6<sup>th</sup> April 2023**

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 6<sup>th</sup> April 2023, as a true and accurate record as proposed by Cllr Hartley-Walder, seconded by Cllr Cockburn. Minutes were duly signed.

**7. To adjourn the meeting to allow members of the public to speak on agenda items.**

Concern was raised about the tree on the road to Dereham that is covered in ivy and leaning into the Road causing a hazard. Cllr Reed confirmed that he had emailed both Breckland and Norfolk County Council (who confirmed no action would be taken for 6wks) It was agreed to email County Cllr Borrett and raise the concern.

**8. To receive reports from District Councillor, County Councillor & Police. To receive reports from Village Hall and Primary School**

District Councillor G. Bambridge report was circulated for consideration. Concern remained for the proposed New Town development. It was confirmed that over 34 Parish Councils have commented and over 2000 individuals. The Chair will be invited to attend a meeting with George Freeman on this matter. DC Bambridge asked the PC to consider making Bawdeswell an exceptions site, where development would be allocated for people living in the area.

County Councillor B. Borrett not in attendance

The Police were not in attendance.

The Primary School representative was not in attendance

Village Hall representative – Cllr Good gave an update on the roof and confirmed that there was a final invoice to pay and final report to be received. Thanks to generous donations, the Trustees have been able to squeeze their accounts and savings instead of accepting the PWLB loan. Trustees didn't want to pass a debt to future trustees.

The Coronation celebration was enjoyed by all thanks to the grants received from Breckland, the PC and a donation from a local group.

DC Bambridge commented that the Village Hall is an asset to the Village and a great example of what a community can do.

**9. To receive update on matters arising from previous minutes for information only –**

Grounds maintenance issues were raised and a meeting scheduled with contractors. Concern was expressed about the Football club's requirements for the pitch area and it was agreed to seek a resolution to the current issues. It was agreed to place on the agenda for the next meeting.

It was confirmed that the Council can obtain trees to replace the damaged trees on Bluebell Rise.

**10. To elect Councillor Representatives for Village Hall & appoint Internal Control Officer**

Cllr Shannon agreed to be the Councillor Representatives for the Village Hall as it was a role previously held by the Vice Chair.

It was unanimously **AGREED** to appoint Cllr Cockburn as Internal Control Officer for 2023/24 as proposed by Cllr Shannon and seconded by Cllr Hartley-Walder.

**11. To review & approve Financial Regulations and associated policies, Risk Assessment. Standing Orders and Code of Conduct.**

It was agreed to defer this agenda item to the next meeting to give new Councillors the opportunity to review the policies.

**12. Planning**

**a) To consider planning application**

No planning applications were received.

**b) To receive decisions from Breckland District Council**

No decisions were received from Breckland District Council.

**c) To consider any late planning application**

No late planning applications were received.

**13. Finance**

**To receive financial update and bank statements for consideration**

The balance of the Community account as at 31st May 2023 was confirmed as £26306.46, Business Money Manager (Earmarked reserves) was £38948.65 following a transfer of £3901.84 as previously approved and £87.65 interest added. The Community Car Scheme balance £1635.14 following receipt of grant and refund from Foxley PC. A claim for the refund of VAT for the year 2022/23 totalling £1713.31 had been submitted to HMRC and received. Direct Debit to NPower for £71.60 paid 19<sup>th</sup> April 2023. Public Works Loan Board repayment £2090.82 paid by Direct Debit 15<sup>th</sup> May. 1<sup>st</sup> instalment of the precept was received 11<sup>th</sup> April £13500. Monthly bank charges of £8 were taken 3<sup>rd</sup> April & 4<sup>th</sup> May 2023. Budget figures were circulated to Council for consideration.

**To approve payments made, to be made and approve late payments as necessary**

All payments made and to be made for April and May approved as proposed by Cllr Mallen, seconded by Cllr Hartley-Walder. The list of payments was duly signed by Cllr Mallen as the only current signatory.

**Payments made by Bank Transfer since last meeting**

<b>Date</b>	<b>Payments</b>	<b>Amount</b>
1st April 2023	G. Williamson - Hedge clearance recreation ground	<b>210.00</b>
1st April 2023	Bawdeswell Village Hall hire March	<b>5.00</b>
3rd April 2023	Bank charges to 12th March 2023	<b>8.00</b>
7th April 2023.	Transfer to earmarked reserves (approved April)	<b>3,901.84</b>
13th April 2023	Community Car Scheme Driver payments	<b>147.50</b>
13th April 2023	CBR Business Solutions DBS checks	<b>57.60</b>
15th April 2023	Community Car Scheme - refund driver medical	<b>20.00</b>
19th April 2023	Npower - street lighting electricity (Direct Debit)	<b>71.60</b>
30th April 2023	Mrs Jo Boxall - April salary & exps.	<b>508.77</b>
1st May 2023	G. Williamson - Replace coping stones Jubilee Grdn	<b>29.50</b>
4th May 2023	Bank charges to 12th April 2023	<b>8.00</b>
7th May 2023	Tim Summers - Internal audit 2022/23	<b>100.00</b>
7th May 2023	Norfolk ALC Annual Subscription	<b>279.24</b>
7th May 2023	K&M Lighting – maintenance 13 <sup>th</sup> April – 12 <sup>th</sup> May	<b>9.42</b>
11 <sup>th</sup> May 2023	Bawdeswell Village Hall (BEG) Jubilee grant	<b>500.00</b>
15 <sup>th</sup> May 2023	PWLB repayment (Direct Debit)	<b>2090.82</b>
18 <sup>th</sup> May 2023	K&M Lighting - maintenance 13 <sup>th</sup> May- 12 <sup>th</sup> June	<b>9.42</b>
18 <sup>th</sup> May 2023	CBR Business Solutions – DBS check CCS	<b>14.40</b>
28 <sup>th</sup> May 2023	Justin Steward – A frame climber removal from site	<b>60.00</b>
31 <sup>st</sup> May 2023	Mrs Jo Boxall – May salary & exps.	<b>£508.77</b>
<b>Receipts</b>		
4 <sup>th</sup> April 2023	HMRC refund overpaid tax	£362.65
11 <sup>th</sup> April 2023	Breckland District Council - 1st installment precept	£13500.00
14 <sup>th</sup> April 2023	Breckland District Council – Community Car Scheme	£125.00
28 <sup>th</sup> April 2023	Interest – Ear marked reserves a/c	£41.93
19 <sup>th</sup> May 2023	Foxley PC CCS refund for journeys made	£91.87
26 <sup>th</sup> May 2023	HMRC VAT Refund	£1713.31
28 <sup>th</sup> May 2023	Interest – Ear marked reserves a/c	£45.72
<b>Late Payments</b>		
3 <sup>rd</sup> June 2023	Davis Bracey – Annual Play Inspection	£132.00
3 <sup>rd</sup> June 2023	Ruth Whitmore – refund medical letter	£20.00
3 <sup>rd</sup> June 2023	Jo Porter – refund medical letter	£20.00
3 <sup>rd</sup> June 2023	Bank charges 13 <sup>th</sup> April – 12 <sup>th</sup> May	£8.00
3 <sup>rd</sup> June 2023	Bawdeswell Village Hall - April	£19.20
<b>Future Payments – to include</b>		
	Bawdeswell Village Hall – June hire	
	K&M Lighting 13 <sup>th</sup> June – 12 <sup>th</sup> July 2023	£9.42
30 <sup>th</sup> June 2023	Mrs Jo Boxall- June salary & exps (incl £6 stamps)	£514.77

**To receive internal audit report and appoint internal auditor 2023/24**

The Internal Auditor's report was received. No additional comments were received. It was unanimously **AGREED** to appoint T. Summers as internal auditor for 2023/24 as proposed by Cllr Mallen and seconded by Cllr Cockburn.

**To receive and approve Section 1 Annual Governance Statement 2022/23**

It was unanimously **AGREED** to approve section 1 of the Annual Governance Statement 2022/23 as proposed by Cllr Reed, seconded by Cllr Hartley-Walder.

**To receive and approve Section 2 – Accounting Statements 2022/23**

It was unanimously **AGREED** to approve section 2 – Accounting Statements 2022/23 as proposed by Cllr Shannon, seconded by Cllr Mallen

**To approve period for the exercise of public rights**

The period for the exercise of public rights was unanimously **AGREED** as commencing on 5<sup>th</sup> June 2023 and ending on 14th July 2023 as approved by Cllr Cockburn, seconded Cllr Reed.

**To review and approve insurance provision**

The Parish Council needs to review the insurance provision as their 3 year LTA with BHIB is ending. Clerk to seek quotes for renewal for the next meeting.

**To approve appointment of bank signatories**

It was unanimously **AGREED** to approve Cllr Mallen and Cllr Shannon as bank signatories.

**14. Correspondence**

All correspondence received was circulated. Correspondence was received from residents concerned about the quality of the grounds maintenance and concern about the killing of hedgehogs on the road outside the garden centre. It was agreed that the PC were not in a position to put notices on the highway and suggested the resident contact a hedgehog charity for further advice / options.

Cllr Cockburn agreed to attend the Vattenfall Communities Benefit meeting on 7<sup>th</sup> June and report back to Council.

The Pot Hole next to the Anglian Water manhole cover was reported to Norfolk County Council.

**15. To receive items for information and receive items for the next agenda**

Cllr Reed reported that the equipment used for verge cutting by Norfolk County Council was inappropriate for the job and had caused issues with branches in the road.

The annual play inspection report was received and circulated to Council for consideration and further action considered at the next meeting.

Future agenda items to include; Insurance quotes, Play area maintenance, Local Plan – call for sites, Consideration of formation of a Neighbourhood plan, parking in the village (vehicles blocking footpaths)

**16. To approve the date of the next Parish Council meeting**

The date of the next meeting was confirmed as Thursday 6<sup>th</sup> July 2023 at 7pm

**17. To close the meeting.**

There being no further business the meeting was closed at 20.44pm